

Charlotte County Board of County Commissioners Staff Report October 2011

Budget & Administrative Services

Budget Department

Fiscal Services Division

- For the month of October we invoiced and collected the following grant and inter local amounts:
 - Received a total of \$131,312.66 as follows:
 - \$ 4,787.83 from the City of Punta Gorda for Aqui Esta design
 - \$ 8,465.90 from the City of Punta Gorda for Aqui Esta construction
 - \$18,870.53 from the City of Punta Gorda for Aqui Esta utility work
 - \$75,386.57 from the City of Punta Gorda for Burnt Store Rd utility work
 - \$23,801.83 from the City of Punta Gorda for Piper Rd utility work
- Invoiced a total of \$535,753.11 as follows:
 - \$181,484.14 to FDOT for Aqui Esta construction
 - \$191,721.54 to FDOT for Piper Rd construction
 - \$4,787.83 to the City of Punta Gorda for Aqui Esta design
 - \$ 108.86 to the City of Punta Gorda for Aqui Esta construction
 - \$18,870.53 to the City of Punta Gorda for Aqui Esta utility work
 - \$75,386.57 to the City of Punta Gorda for Burnt Store Rd utility work
 - \$63,393.64 to the City of Punta Gorda for Piper Rd utility work
- Held first reconciliation meeting on CLASS software with Clerk's office and Community Services.
 - Finalized contract for fixed Base Meters for CCU
 - Drafted bill of sale for Kings Highway pipeline for Attorney's office
 - Began working with PRMG for rate study update and various pending issues.
 - Invoiced Section 5316 (Job Access and Reverse Commute Program) and 5317 New Freedom) Transit grants for 2011 totaling \$48,700
 - Prepared new annual Section 5310, 5311, 5316 and 5317 Transit Grants for consideration by the BCC on December 13th
 - Sr. Choices (formally the Area Agency on Aging) performed both a desk review and the annual on-site fiscal and administrative monitoring of the Sr. Services grants. Six reviews came to Charlotte County for the on-site monitoring. An entrance conference was held. The desk review is still in process with the Sr. Choices staff still reviewing the items sent to them.
 - A special meeting of the Local Coordinating Board was held in October. Fiscal staff prepared reports for this meeting as well as made several presentations on the items.
 - Grants staff met with the independent reviewer of the Drug Court Grant and Charlotte Behavioral Staff to work out any issues with the close-out of this year of the grant. An independent review's report is required by the grant to be filed upon close-out.
 - Grants staff has been working on the County year-end close-out of all of the grants it is responsible for to insure compliance with the Single Audit. All reconciliations have been completed.
 - Some Grants Staff attended the Federal Transit Grants Program Management Training Workshop put on by the Federal Transit Administration on Fort Myers. This was a full day training on Federal Transit grants including the application process, reporting, compliance issues, program issues, capital equipment and other transit-related topics.
 - The Neighborhood Stabilization Program I Grant and the Community Care for the Elderly Grant were pulled as part of the Single State Audit interim audit process for review. Staff worked with

the auditors pulling information for the audit and met with the auditors several times in the process.

I.T.

- October Accomplishments:
- IT Realignment – Upon the resignation of Jeff Reese, Information Services Manager, IT has been working on an IT realignment that would put the division in a position to continue moving forward with the various projects and vision that Jeff has helped so much to form. With the collaboration of Gordon Burger, we have developed a plan that would result in additional help for the SharePoint initiative. This plan is currently being presented to Human Resources and Administration.
- Relocation of Tourism – IT staff relocated the Tourist Development department to the “B” building. Besides moving all computer equipment, their phones system was moved over to the county’s Voice over IP phone system.
- Community Development/Building Division network upgrade – IT staff performed a network equipment upgrade to the building next door to the admin building that houses the Building staff. The upgraded network gear is providing the building with significantly faster network speeds.
- SharePoint Public Web Site – The Design of our SharePoint Public web portal is proceeding. It was decided by the SharePoint technical committee at the recommendation of the PIO that we postpone the release of the external web site until after the new year, possibly March 1st. It was felt that not enough functionality was available and adoption of the new site would suffer. It is possible that sometime before March 1st will be possible. The site will be presented to the SharePoint Steering Committee before release to the public.
- October Call Statistics:
Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 192
Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 187
Incidents Opened Last Month – (hardware or software that is not functioning properly) = 407
Incidents Closed Last Month – (hardware or software that is not functioning properly) = 430
Change Controls Opened Last Month – (internal configuration changes to server and network) = 3
Change Controls Closed Last Month – (internal configuration changes to server and network) = 3
Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 477

Purchasing

- Negotiation meeting held:
11-271 Design Bridge – Harborview Road at Desoto Canal
11-278 Land Lease Bio-Solids (Landfill)
- Shortlist meeting held:
11-330 Design – Burnt Store Road Phase 3
- Pre-Submittal meeting held:
12-029 State Lobbyist
12-021 Multi-Space Parking Meters
- Proposals due and received:
12-029 State Lobbyist
- Work Orders due and received:
12-020 Historical Center Rehabilitation
12-035 Annual Landfill Life Estimate
12-018 Engineering Services – Ainger Fisher Pier
12-042 Sunshine Lake Study
12-047 Traffic Signal Study
12-058 Semi-Annual / Biennial Groundwater / Leachate Monitoring
12-061 Gas Collection System – Wellfield Monitoring

- 12-060 Greenhouse Gas Reporting
- Bid Openings held:
 - 12-017 Tree Trimming – Annual
 - 11-319 Stormwater Control Structures – Jennings Blvd.
 - 11-328 Demolition – Commercial / Residential Structures – Annual
- Pre-bid meetings held:
 - 12-024 Sale of County Owned Parcel – 35 Acres ECAP
 - 12-014 Port Charlotte Beach Park Improvements
 - 12-026 Transit Parking Expansion
 - 12-036 Desoto Ditch Clearing
 - 12-031 Oyster Creek Flo Enhancements
 - 12-010 Englewood Beach Boardwalk Rehabilitation
- Quotes due and received:
 - 12-023 Fabric Form Material – Annual
 - 12-040 Wet Well Lining – Lift Station – Taber
 - 12-044 Scoreboards – North Charlotte Regional Park

Real Estate Services

- Burnt Store Road – Phase 1 – We continue to address final settlements for parcels obtained through eminent domain.
- *Edgewater Phase II* – We have closed on the majority of offers that were accepted by many of the affected property owners. Because of recent engineering changes to the roadway design, RES will be returning to the BCC to rescind several resolutions of necessity and to seek approval to acquire redesigned parcels needed for this road project.
- *Placida Widening* – We are bringing approximately 100 resolutions of necessity to the BCC at the October 25th meeting to seek approval to start the right of way acquisition portion of the road project.
- Environmental Lands Acquisition Program – We continue to move forward with the due diligence process for acquisition of the Shell Creek Delta parcel.
- Flamingo/Edgewater – We continue to close on the acquisition of several additional parcels and we will proceed with another mailing of offers this fall. To date, we have acquired 75% of the right of way needed for this project.
- Public Works, Administration, Community Services and Utilities – We continue to assist these departments and divisions in obtaining easements, title searches and researching land related issues.
- Neighborhood Stabilization Program – The BCC approved a new phase for this program (NSP-3). To date, 21 foreclosed properties have been inspected and we have purchased five (5) properties. Two (2) more properties are under contract to close in the next few weeks.
- Murdock Village – Proposed SLD Exchange - We are working with staff from the Economic Development Office and the County Attorney's Office on this matter.
- Surplus County Lands – We completed the closings on the first group of surplus parcels that were offered for sale through the sealed bid process. The County has collected over \$150,000 that has been added to the general revenue fund. Another group of 53 properties has been sent to Purchasing for disposal in the coming weeks.
- CCU Lift Station Upgrades – We continue to work with several private property owners to acquire lots needed by CCU for their lift station and sewer expansion program in the Rotonda area.
- Charlotte Harbor Redevelopment – Harborwalk Project/ Lease Agreement with FDOT – We continue to assist staff in securing from the Florida Department of Transportation, the necessary land related agreements to allow this project to move forward.
- Winchester South Road Project – There are some design changes that may result in additional land being needed.

- Parkside District – We are working with staff from Growth Management to obtain a public pedestrian access easement from the Peace River Hospital. We continue to work on a proposed grant of easement to the hospital to normalize an existing pedestrian walkway used by hospital staff over an adjacent County owned canal.
- Charlotte Harbor CRA – Following BCC approval, we closed on 4335 Sibley Bay Street. This property is located in Charlotte Harbor and is improved with substandard housing. Human Services is contracting to have the improvements demolished.
- Surplus Land Behind County Jail – On November 9th, staff will be opening any sealed bids received for the purchase of the 35 acres behind the jail.

Community Development

• Building Division

Permitting numbers show a decrease this month over the same time period last year with only 12 single family homes and 876 other permits issued. In terms of revenue, the division took in \$145,688 which was \$8,921.00 more than the expenditure of \$136,767. Although the number of permits was down, the division handled 10% more customers than the same period last year with 1,920 visits to the department.

Item	Total FY10	Oct-10	Oct-11	FY10YTD	FY11YTD
Single Family Permits Issued	275	14	12	14	12
Multi Family Permits Issued	5	2	0	2	0
Commercial Permits Issued	35	9	3	9	3
All Other Permits Issued	14,373	1,105	876	1,105	876
Customers Served	24,354	1,775	1,920	1,775	1,920
Inspections	37,925	3,252	2,768	3,252	2,768
Permitting Revenue	\$2,137,643	\$170,259	\$145,688	\$170,259	\$145,688
Permitting Expenditure	\$2,150,332	\$89,426	\$136,767	\$89,426	\$136,767
Licensing Revenue	\$788,760	\$33,544	\$63,904	\$33,544	\$63,904
Licensing Expenditure	\$1,562,727	\$66,392	\$56,884	\$66,392	\$56,884
Action Orders Initiated	2,034	150	191	150	191
Code Cases Initiated	3,466	583	240	583	240
CEB Cases Heard	503	32	44	32	44
Citations Issued \$ Amount	\$31,100	\$2,500	\$500	\$2,500	500
New Contractor Licenses Issued	60	2	2	2	2
Contractor Licenses Revoked	7	0	1	0	1

Licensing and Code Enforcement

The Vacant Property Registration program is continuing to be a success with many of the larger banks sending in their re-registrations. This program not only brings in revenue for the Code Enforcement division, but also provides them with a mechanism to ensure these properties are maintained at little or no cost to the County.

Contractor License renewals are complete for this cycle and showed that the number of contractors renewing is significantly less than previous cycles.

Interviews have been held to fill three vacancies for Contractor License investigators and the new employees will be starting over the next four weeks. This will bring Contractor Licensing back up to full staff and increase the level of service offered relating to contractor license investigations.

Sustainability

Staff is currently working on potential amendments to the Green Building ordinance to further encourage the use of sustainable building techniques.

Flood Plain Management

On October 17th and 18th, staff met with a representative from the National Flood Insurance Program for the tri-annual verification cycle. This is the process that allows the County to demonstrate their level of effectiveness in minimizing losses in the Floodplain. The County currently ranks 8th in the Country in the amount of flood insurance premium savings we generate for our citizens with \$5,966,343.67 saved each year. The more we improve, the higher that number will get. The first meeting of the Southwest Florida CRS User group was held in Collier County on October 18th. This newly formed group brings together community rating system and flood plain management experts from Collier, Lee and Charlotte Counties with the goal of developing a regional approach to floodplain management. This not only promotes cooperation between the jurisdictions but also encourages the sharing of best practices and allows the region to utilize training that is only available to CRS groups.

- The Planning Division

Parkside Revitalization Initiative

Staff is in the process of assembling the team of professional and citizen representatives for the Parkside Weed and Seed program. Staff is also working with the state to formalize receipt of the Florida Department of Agriculture \$9,500 matching tree grant and is working to assemble a team to prepare a tree-scape proposal for Parkside.

Babcock Ranch

On July 1, 2011, the Community Development Department received a notification from Babcock Property Holdings, LLC. Per Section 54, Chapter 2011-139, Laws of Florida to extend the phase, buildout and expiration dates, as well as associated mitigation requirements by four years for the Babcock Ranch Master DRI and the Babcock Ranch Community Increment 1 DRI. On July 26, 2011, the Community Development Department received a Notice of Proposed Change (NOPC) to the Master Development Order from Babcock Property Holdings, LLC. This NOPC is required as a result of completion of the initial Master Traffic Study Update. The NOPC (Petition Number NOPC-11-07-19) is scheduled to be heard by the Planning and Zoning Board on November 14, 2011, and by the Board of County Commissioners On December 13, 2011. It was heard by the SWFRPC on October 20, 2011. Staff has received a report from the SWFRPC stating that the proposal is not a substantial deviation. Staff concurs that, by the standards set in Chapter 380.06(19)(e). F.S., the applicant has provided clear and convincing evidence their request does not constitute a substantial deviation.

Murdock Village

A mixed-use development code for the County-owned portion of the CRA has been developed, in the form of a Planned Development rezoning, but has not been adopted. Negotiations are still on-going on between the County and Southwest Land Development to finalize the conditions of the Planned Development, and the adoption process will begin when those conditions have been agreed upon.

Charlotte Harbor CRA

The committee held their regular meeting on October 3, 2011. The committee discussed the EAR based amendments and the proposed changes to the LDRs. The committee will continue looking at the proposed revisions and discuss these again at the November meeting.

Manasota Sandpiper Key Community Advisory Committee

The committee met on Oct. 5 to consider one ARC project, the Weston's remodeling project. Bill Truex and Elaine Miller presented the plans.

The committee met on Oct. 19 for a regular meeting. Dan Quick, Community Development Director; Shaun Cullinan, Zoning Official; Inga Williams, Principal Planner; and Roxann Read

attended. Dan answered questions from the committee concerning the overlay revision. The committee received staff's revision that had been worked on over the summer. The committee decided to continue reviewing the June 15 draft. Chair Jack Landis will pursue revising the bylaws.

Roxann Read is no longer the liaison to the committee. Chris Schmidt has been appointed as the County's liaison to the ARC. Shaun Cullinan, or his designee, will now be responsible to work with the advisory committee.

South Gulf Cove Community Advisory Committee

The advisory committee met on Oct. 20. They discussed the future of the committee and the current vacancy. Information was shared about the various community groups in South Gulf Cove. The next meeting is scheduled for Dec. 15, 2011.

Grove City Community Plan

The advisory committee met on October 31, 2011. The committee discussed the need to revise the binder that Martina had furnished the committee at the start of the community planning process. The committee was informed that with the new comprehensive plan, the community planning process has changed. The committee discussed the sunset provision in the bylaws. The sunset review is scheduled for February 2012. The committee will begin working on their presentation to the BCC. The committee is still interested in pursuing a CRA. The next meeting will be November 28, 2011.

Little Gasparilla Island Community Plan

The committee did not meet in October. The next meeting has not been scheduled. There has been no communication concerning the proposed zoning overlay revisions since Aug. 29, 2011.

School Concurrency

Nothing new.

Comprehensive Plan Evaluation and Appraisal Report (EAR)

Staff continues to work on EAR-based plan amendments.

Transportation Planning

The following transportation planning and traffic engineering related issues were reviewed to assist the Planning and Engineering staff during the month of October 2011:

1. Bicycle and Pedestrian Master Plan: During the month of October, the final level of service, demand and crash maps were produced and will be added to the County website to allow public to comment and input before the next round of workshops in December. With the feedback from the workshop participants, the final prioritization along with the final plan will be prepared by January 2012.
2. Site Plans, Zoning Exceptions and Traffic Study Reviews: The following site plans and traffic/ transportation meetings/studies were attended/reviewed during the month of October for all potential issues from the transportation perspective:
 - El Jobean Resort Development
 - McNew Ranch
 - Babcock Ranch Community Utility Site
 - Winchester Lake
3. Monthly Meetings and Special Meetings/ Conferences: The following meetings and conferences were attended during this month:
 - School Zone Safety Issues Meeting
 - Community Traffic Safety Team Meeting
 - Design/Build Kickoff Meeting for Contract E1J52 Design: Intersection of US 41 at harbor Boulevard and Cochran Boulevard
 - Team Port Charlotte Monthly Meeting
 - Burnt Store Road Phase III – RFP Selection Process Meetings
 - MPO's TAC Meeting
 - MPO's CAC Meeting
 - FSUTMS Regional Meeting
 - Board Meeting

4. Field Visits: The following field visits were made during this month:
- School Zone Flashers locations review
 - Hyatt Drive – Speed review s around the curve
 - Como and Winter garden Street – Speed reviews
 - Piper Road (Phase II) – Alignment and location review for tiger grant application material

Site Plan Approval

Staff received a total of 4 applications; 3 applications were approved, 1 was denied.

Board of Zoning Appeals

1. Petition #SE-11-015:

A request by Colin Gartland for a Special Exception to allow a 'Home Occupation' consisting of computer design and internet sales of clothing, in a Residential Single-family-3.5 (RSF-3.5) zoning district, located at 73 Hannah Street, Port Charlotte, Florida.

Board Decision: *Approved* by a vote of 4-0

Planning and Zoning Board

1. Revision of Enterprise Charlotte Airport Park (ECAP) Code:

Ordinance amending Chapter 3-9 of the Code of Laws and Ordinances of Charlotte County, Florida, by amending Section 3-9-51, Enterprise Charlotte Airport Park district; providing for conflict with other ordinances; providing for severability; and, providing an effective date.

Applicant: Charlotte County Board of County Commissioners.

Board Recommendation: Rescind the ECAP

Board of County Commissioners Land Use

1. PA-11-07-13-LS: Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Community Affairs for review and comments; the amendment request is to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Parks and Recreation (PKR) for 235.8± acres and Coastal Residential (CR) for 3.24± acres to Preservation (PR); for property located north and east of the Gulf of Mexico and of Little Gasparilla Island, and southwest of Placida Road (C.R. 775), in the West County area, containing a total of 239.04± acres; Commission District III.

a. Applicant: Charlotte County Board of County Commissioners.

b. Board Decision: *Approve transmittal*

2. PA-11-07-14-LS: Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Community Affairs for review and comments; the amendment request is to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Low Density Residential (LDR) to Preservation (PR); for property located north of Shell Creek, south of Royal Palm Drive, east of the Peace River and west of Duncan Road (U.S.17), in the East County area, containing 67.76± acres; Commission District I.

a. Applicant: Charlotte County Board of County Commissioners.

b. Board Decision: *Approve transmittal*

3. PA-11-07-15-LS: Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Community Affairs for review and comments; the amendment requests a change to Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Commercial (COM) to Preservation (PR); requests a change to Charlotte County FLUM Series Map #2, 2050 Framework from Maturing Neighborhood to Agricultural/Rural, and also requests a change to Charlotte County FLUM Series Map #3: 2030 Service Area Delineation, removing the subject property from the Urban Service Area; for property located southeast of Oakland Hills Road, northwest of the State-owned environmentally-sensitive lands and east of Annapolis Lane, in the Rotonda area, containing 16.68± acres; Commission District III.

a. Applicant: Charlotte County Board of County Commissioners

b. Board Decision: *Approve transmittal*

4. PA-11-07-16-LS: Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Community Affairs for review and comments; the

amendment request is to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Low Density Residential (LDR) to Preservation (PR); for property located north of Carbon Avenue, south of Joppa Avenue, east of Flamingo Waterway and west of Flamingo Boulevard, in the Port Charlotte area, containing 28.63± acres; Commission District IV.

a. Applicant: Charlotte County Board of County Commissioners

b. Board Decision: *Approve transmittal*

5. PA-11-07-17-LS: Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Community Affairs for review and comments; the amendment request is to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Coastal Residential (CR) to Preservation (PR); for property located northeast of Palm Island, south of Stump Pass Beach State Park and west of Lemon Bay, in the West County area, containing 35.04± acres; Commission District III.

a. Applicant: Charlotte County Board of County Commissioner

b. Board Decision: *Approve transmittal*

6. PA-11-07-18-LS: Pursuant to Section 163.3184(3), Florida Statutes, transmit a Large Scale Plan Amendment to the Department of Community Affairs for review and comments; the amendment request is to change Charlotte County FLUM Series Map #1: 2030 Future Land Use, from Parks and Recreation (PKR) to Preservation (PR); for property located northwest of San Casa Drive, south of S McCall Road (S.R. 776) and east of Oyster Creek Drive, in the Englewood area, containing 106.97± acres; Commission District III.

a. Applicant: Charlotte County Board of County Commissioners

b. Board Decision: *Approval transmittal*

7. PP-11-07-02: Emil Bella has applied for a Preliminary Plat for a residential subdivision consisting of three (3) single-family lots. The site is west of Proude Street, north of the Myakka River, south of Eleanor Avenue, east of Windcrest Drive, and consists of 3.29 acres, more or less, located in Section 17, Township 40S, Range 21E, in Commission District IV.

Board Decision: *Approval*

The Engineering Division

- Construction Projects

Burnt Store Road Widening Project Phase 1 – Utility installation was completed on Acline Road on October 27, and bridge construction at Alligator Creek is ongoing.

Burnt Store Road Widening Project Phase 3 - The short-listing went to the Board on October 25. Kimley-Horn was the #1 selected firm, and negotiations will begin on November 9.

CR 771 (Gasparilla Road) Widening - The Request for Proposal (RFP) contract is currently on the street. The proposals are due for review on November 10.

Edgewater Drive Widening Phase 2 - A public meeting was held on October 20 to present the roadway and bridge design, and the overall reaction was positive. The 90% plans were received and are being reviewed by staff. The permitting agency requested additional information, which was provided.

Elkcam Waterway Bridges Replacement – The contractor completed the water main relocation and the bridge substructure for the north Elkcam Bridge and is forming the bridge deck. On the south Elkcam Bridge, the contractor worked on relocating the water main and drove the test pile.

Harborview Road Bridge over Desoto Canal - The final negotiating meeting was held on October 26, and the design contract with Charlotte Engineering is being circulated for in-house signatures.

Melbourne Bridge Replacement - The Bridge was closed on October 7, and construction began. The contractor drove the test pile and conducted clearing and grubbing.

Piper Road Widening North – Staff prepared an application for a TIGER 3 Discretionary Grant for the Piper Road North Intermodal Corridor project, and it was submitted to USDOT on October 31. This grant, if awarded, would complete the second phase of a priority roadway corridor and the connection of several vital transportation facilities for Southwest Florida.

Piper Road Widening South – Staff prepared a draft of Change Order #5 and forwarded it to FDOT for review. We had a conference call with them on October 21 to discuss a probable course of action and later provided a pricing schedule to them. We will await their determination, than a meeting will be arranged with the County Engineer to determine how the final piece will be constructed.

Placida Road Widening – Staff worked on finalizing construction plans and acquiring necessary right-of-way. Per Board action on October 25, construction is delayed until an unknown future date.

- Sales Tax Year One Sidewalks –

Boundary Boulevard – The contractor modified two drainage structures; built a large, asphalt, raised crosswalk; poured 2 driveways; installed 112 linear feet of 12"x18" RCP; installed 1,245+ square yards of sod; poured approximately 295 linear feet of sidewalk; began working on overall project cleanup; and started working on punch-list items.

Collingswood Boulevard – On October 25, the Board awarded the bid for construction to General Contracting Services of Englewood.

South Fairway Drive – The final work was completed on the project; construction was deemed substantially complete; and most of the punch-list items were addressed.

Florida Street – The 90% plans were prepared by Johnson Engineering and distributed for staff's review; staff's comments were returned and work began toward finalizing the 100% plans; staff directed IT to begin relocation of their fiber optic facility; and staff met with CenturyLink to incorporate their relocations into our plans.

Alton Road – The contractor installed 160 linear feet of 14"x23" RCP; installed 100 linear feet of 19"x30" RCP; coordinated with the school for the installation of a CCU water main extension and all associated asphalt repairs; installed 2 drainage structures; set 24 linear feet of 12"x18" RCP; poured a gravity wall, required due to limited right-of-way, using approximately 7 yards of concrete; installed 1,531 linear feet of sub-base; poured 1,864 linear feet of 6'-wide sidewalk; poured 6 mitered end sections; and adjusted 7 water valves and 1 water service

Manor Road – The contractor installed 199 linear feet of 12"x18" RCP; installed 27 linear feet of 14"x23" RCP; installed 1 drainage structure; cleared and grubbed 100 linear feet of an area with heavy vegetation; began prepping several driveways to be poured; prepped 700 linear feet of subgrade; poured over 510 linear feet of sidewalk; and poured 5 driveways.

Sales Tax Year Two Sidewalks – Staff met with Public Works Maintenance & Operations to provide direction to begin pipe replacement in front of the Beacon and Sheehan sidewalk locations; continued reviewing the 60% plans for the Beacon sidewalk location; met with CCU to discuss their concerns about possible future sewer expansion; received and distributed 90% Cape Haze Drive sidewalk plans to staff for review; and scheduled a pre-application meeting with SWFWMD.

Sales Tax Year Three Sidewalks – Received 30% Sandhill plans and forwarded them to staff for review.

Winchester Corridor Phase 3 – Design - Staff held several meetings and teleconferences to recharge the project. We discussed project status with the design engineer and met with CCU to discuss concerns they had. We notified the design engineer that we need bid-ready contract specs and plans by April of next year.

Winchester and Flamingo Signalization - Prepared a draft RFP to secure a CM at risk for the three traffic signals (Winchester/SR 776, Winchester/CR 775, and Flamingo/SR 776) and forwarded it to Purchasing. We also held a meeting with Lighting to determine a course of action and directed Real Estate Services to proceed with acquiring a corner clip need for the installation of a traffic signal at Winchester/SR 776.

- Drainage Projects

2010 Greater Port Charlotte Water Control Structures – Staff issued comments on the 60% plans for MOR5.08, HAV4.33, DOR4.75, and bid specifications. The SWFWMD permit submittal was October 21. The overall design contract is 25% complete.

Desoto Ditch Vegetation Clearing – The pre-bid was held on October 20.

GPC Water Control Structures - MOR4.42 and DOR4.22 - A pre-construction meeting was held on October 13, and shop drawing review began.

National Pollutant Discharge Elimination System – Staff worked on preparing numbers for the annual report and hosted NPDES training on October 4-6 in cooperation with the City of Punta Gorda.

Oyster Creek Clearing - The bid package went through Purchasing's specifications review on October 10.

Rotonda West Drainage Study - Purchasing's specifications review was conducted on October 19.

Sunshine Lake - Letters of interest were due October 25.

US 41 Storm Structures - Met with SWFWMD on October 18 to address legal issues and began preparation of a formal response letter to them.

- Dredging Projects

Northwest Port Charlotte Access Channels - The application for permitting was submitted, and a meeting was scheduled with FDEP to determine if we can do the work.

Pirate Harbor Rock Removal - The resident who was contesting this project withdrew his objection, and staff began moving forward with bidding the project.

Stump Pass Dredge and Beach Renourishment - The scope for the RFP was received on October 19.

- Paving Projects

2011 Countywide Paving Program - The contractor completed paving operations in the Manasota Key and Road & Bridge Districts. The contractor also completed repairs on Peachland Boulevard, although the repairs ran longer than anticipated due to rain. The restoration process began in the Manasota Key and Road & Bridge Districts. The contractor mobilized into the Tropical Gulf Acres MSBU and started the reclamation and paving operations. Approximately 60% of the contracted work has been completed.

Bermont Road Safety Improvements – The contractor completed the drainage structure at Bronco Road and began working at Small Creek, setting the new box culvert sections on the south side of the roadway. Better Roads began the installation of 4'-wide paved shoulders, starting at SR 31 and heading west on the north side of the roadway. Approximately 3.2 miles have been completed.

Community Services

Administration

- Answered 588 phone calls, 17 web mails, 8 citizen action forms, 7 accident/incident reports, and 1 damaged/missing item report.
- Processed 37 employee status changes (ESC), 10 position requisitions, and 1 notice of injury.
- Produced/distributed 2,321 graphic and marketing pieces including the Fall 2011 Facility and Program Guide.
- Total Website Hits (Excluding Extension Service):145,898
- Oyster Creek Waterfront Trail substantially complete. Initiated billing to FDEP's Office of Greenways and Trails with Fiscal Services for reimbursement request.
- Met with media representatives from ClearChannel and the Parrot magazine to increase community awareness of programs and events.
- Participated in Citizen's Academy.
- Participated in pre-submittal meeting for Parking Meter Replacement RFP.
- Met with Mill-Jen Entertainment regarding the proposed Pirate Invasion event at Chadwick Park at Englewood Beach.
- Booked tentative event at Ann Dever Memorial Regional Park for Lemon Bay chapter of the American Classic Car Association.
- Updated Parks and Natural Resource Element of the Smart Charlotte 2050 Plan.
- Parks and Natural Resources
- Replaced 36" drainage culvert on one of the trails at Kiwanis Park.

- We have started to install some of the amenities at the environmental parks to meet our FCT requirements.
- Installed 22 planters at South County Regional Park for the Community Garden
- Mowed Cedar Point Trails
- Mowed Trails in Tippecanoe Environmental Park
- Repaired Water line leak at North Charlotte Regional Park
- Installed Back Stop post for the Cricket Batters Eye
- Filled around the Disc Golf Tee pads with fill dirt.
- September 16th AV-70 Abandoned Vessel was removed from Coral Creek in Placida, Florida.
- September 17th AV-71 Abandoned Vessel was removed from Coral Creek in Placida, Florida.
- September 19th Parker (P&NR's boat) received it new replacement crane.
- September 21st Tagged AV-72 with Notice to Owner for removal from Chadwick Cove, in Englewood, Florida.
- September 13th Parks and Natural Resources conducted a prescribed burn on Shell Creek Preserve. The burn unit was approximately 30 acres. This burn was conducted primarily for habitat restoration and fuel reduction. This burn will satisfy requirements for 2 grants that have already been secured for the property

Charlotte Sports Park

- The Rays Instructional League played their final home game in the stadium on Saturday, 10/1, with approximately 25 fans in attendance. As a result of making the Instructional League Playoffs, they played an additional game at the Charlotte Sports Park on Tuesday, 10/4.
- The Florida Curve Baseball Tournament was held on Saturday and Sunday, October 1 and 2, on Fields #1, #2, and #3. There were approximately 250 spectators at this event.
- The Charlotte Sports Park hosted the Perfect Game Tournament on October 7, 8, and 9. All available playing fields (inclusive of the stadium) were utilized with a total of 72 games scheduled at the facility. There were approximately 2100 people in attendance at this event over the three-day duration.
- A hospitality meeting was hosted by the Charlotte Harbor Visitor & Convention Bureau on October 10 in the suite level of the stadium. An estimated total of 20 people were in attendance at this event.

Recreation Division

Recreation

- The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 9735 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 2352 with 5232 touches combined. Recreation facilities were rented 36 times achieving a rental attendance total of 2365 people.

Aquatics

- The three Aquatic Facilities were open a combined 858 hours and served 6436 patrons. 3810 Patrons spent 240 hours participating in programs such as swim lessons, water exercise classes and swim practice.
- Aquatic staff spent a combined 180 hours performing maintenance tasks and 184 hours performing In-Service training such as rescue skills, first aid/CPR and administering emergency oxygen. High School Swim & Dive Season continues with practices being held Monday through Friday in the afternoon and three mornings per week. Lemon Bay and Charlotte High Schools hosted 3 regular dual meets attended by approximately 150 people each. County Aquatic staff and Charlotte County Sheriff's Office Training Division held the several Officer Personal Water Safety and Basic Rescue Courses Oct. 4, 11, 18, 20, & 25. To date approximately 100 Officers have been trained.
- Staff is currently working on the following programs and events:
 - Officer Personal Water Safety and Basic Rescue Courses September through November.
 - Charlotte County/YMCA Triathlon 4-1-12
 - Lifeguard Challenge 11-12-11
 - Swim For Scholarships 12-17-11

Athletics

- Charlotte County athletic leagues and Special Events used County facilities approximately 3,759 hours in the month of October. An estimated 4,299 athletic participants visited County facilities an estimated 37,343 times with 65,431 spectator/volunteer visits for a combined total of 102,774 visits associated with athletic activities. Activities included Adult Softball, Youth Softball, Little League Baseball, Adult Football, Youth Football, Youth Soccer, Cheerleading, AAU Baseball, Swimming, Tennis, Horsemanship, and Remote Control clubs.

Extension Service

Administration

Meetings:

- District IV All-Faculty Meeting – Manatee County
- Library Learning Garden Meeting
- Extension Staff Meeting
- County Extension Director PolyCom Meeting

Special Events

- Participated as an office with the Green Futures Expo

Website Hits: Report: - Summary - charlotte.ifas.ufl.edu - 93,859

Facebook® Page - Charlotte County Extension data: 150 monthly active users

Sea Grant

- Outreach

Publications

- Staugler, E.A. 2011. "Reports on Seafood Consumption", WaterLife Magazine. September 2011, Page 9.
- Swett, R., D. Fann and E. Staugler. 2011. "Regional Waterway Management System for Charlotte County, Florida", Florida Sea Grant College Program. TP-181, October 2011.

Electronic Media (PPT):

- Mitchell, R. and E. Staugler. 2011. "Charlotte County UF/IFAS Extension: 1935-2011", for Citizens Academy. October 19, 2011. 33 slides.

Interview:

- Olive, J. 2011. "Red tide killing fish on our coast", Waterline Magazine. October 20, 2011, Page 14.

- Field Work

- October 5 – Field testing of side-scan use for detecting sawfish with FWC.
- October 9 – Monthly bay scallop recruitment monitoring conducted by Sea Grant volunteers.
- October 26 – Site visit of potential conference hotel for Stem to Stern II in Clearwater.
- October 31 – Recompression work offshore.

- Meetings & Conferences:

- October 6 – Attended UF/IFAS South-central District All-Faculty meeting in Palmetto.
- October 12 – Sea Grant Boating & Waterways work action group conference call to plan Stem to Stern II Conference in May 2012.
- October 13 – Attended Marine Advisory Committee Meeting to answer questions regarding grant request.
- October 13 – Attended Charlotte Harbor National Estuary Program Technical Advisory Committee meeting in Port Charlotte.

- Workshops & Programs:

- October 8, 15, 22, 29 – Florida Master Naturalist Program – Freshwater Wetlands class. 22 students are enrolled.
- October 27 - Taught Don Ball School of Fishing at Port Charlotte Middle School
- October 19 – Citizens Academy.
- October 24 – SWFL Regional Mock 4H Marine Ecology Event in Ft. Myers.

4-H Youth Development:

- The 4-H Foundation received a \$3000 grant from the Community Foundation to construct a learning garden at the Punta Gorda Library. This project is a youth-adult partnership with the Charlotte County Master Gardeners.
- Youth Events-4-H volunteer adult and teen leaders represented 4-H during three community events – the Charlotte County Green Expo, Community Resources Expo, and the Healthy Kids Expo – reaching over 1000 citizens with Extension educational materials.
- Volunteer Training-Eleven teen members completed six hours of consumer education during a 4-H Clothing Selection workshop. These youth compared prices and quality at department, specialty, discount and consignment stores for business professional interview outfits.
- Club Events-Ninety-six 4-H members practiced and developed life skills under the leadership of 32 adult volunteers during October 4-H club meetings. Life skills included teamwork skills, public speaking skills, and time management.

Horticulture:

- Site Visits-Rotonda West at 173 Long Meadow Lane – 2 Magnolia Trees and one Bismarck Palm – October 21st - 12:00 noon
 - Programming
 - GI-BMP Training- Green Industries Best Management Practices (BMP) Training in regards to the Fertilizer Ordinance at the East Port Environmental
 - Port Charlotte Garden Club - "Nutrients and Micro"
 - 2011 Gardening Symposium – Approximately sixty-seven (67) people were in attendance at this annual event. Dr. Sydney Park-Brown was our Keynote Speaker with her presentation on Alternative Vegetable Gardening which focused on innovative ways to grow vegetables from "floating gardens" to "grow-bags".
 - Florida Master Naturalist Program – Freshwater Invertebrates
 - FGCU Renaissance Academy Program – Punta Gorda Branch on Herald Court- "It's Your Turf"
 - 9th Annual Fall Home and Garden Show- Master Gardener Booth
 - Public Outreach
 - Florida Yards and Neighborhoods Outreach:
 - Green Expo, FFL booth
 - FFL yard recognition
 - MG Symposium, garden tour
 - Plant Clinic, "Small Trees" presentation
 - Charlotte County Government Citizen's Academy
 - CDBIA Rain Barrel Competition
 - MG Radio show guest
- Charlotte Sun Newspaper Articles:
 - "A tale of a snail"
 - "It's time for the 2011 fall gardening symposium"
 - "I like collards"
 - "Vines - the vertical dimension"
- Professional Development:
 - 31st Annual FLORIDA MASTER GARDENER CONTINUED TRAINING CONFERENCE - ten (10) Charlotte County Master Gardener volunteers to this annual event in Orlando.

Libraries and History

- 2,219 items were donated during Amnesty Week
 - Including 716 pounds of pet food
 - Enough peanut butter and jelly for 480 sandwiches

- 49,949 people visited our Libraries in October
- Answered 10,361 reference questions
- 63,378 items checked out.
- 9,318 computer uses by Public
- 752 people attended programs at our Libraries
- 61 people attended Café Philo at Englewood
- 416 people attended a program at the Historical Center
- 188 people attended “Tales of Indian Spring Cemetery
- 109 lost items were recovered during Amnesty Week with an estimated value of \$3,270

Facilities, Construction and Management

- Real Estate Services will be in their new location at Building Construction Services Thursday November 10th.
- Tourism has settled into their new location at the Admin B Building.
- Employee Health Center: The design is complete with the GMP being finalized for submission.
- San Domingo Park Phase 1: The design team has revised the construction documents for bidding. The bid package was sent to the citizens committee for approval.
- PC Beach Pool Rehab and Structural Repairs: Design is complete. Bid Package is in purchasing.
- Kiwanis Boardwalks and ADA Improvements: Design and engineering plans to replace bridges/boardwalks and ADA improvements are complete. Bids have been received and the project has been awarded.

Human Resources

- Employee & Labor Relations
 - IUPAT negotiation meetings
 - IAFF contract negotiation meetings
 - Employee related issues
 - Conducted layoff conversations with Facilities Construction & Maintenance Staff
 - Respond to EEOC charge
 - Facilitate New Hire Orientation
 - Implementation of NEOGOV Application
 - Review NeoGov tutorials and hold conference calls with NEOGOV Implementation specialist
 - Participated in Code Enforcement interviews
 - Participated as Scribe during BCC Strategic Planning Session
 - Recruitment related activities and hiring processes
 - Halogen e-Appraisal assistance
 - Discipline related conversations and activities
 - Monitor the community service program with Courts System
 - FMLA Processing
 - FMLA monthly report
 - Tasks associated with Employee of the Month
 - Legal Discussions
 - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related
 - Facilitated Orientations
 - Process Tuition Reimbursement Requests
 - Prepare orientation booklets
 - Provide Customer Service to employees
 - Produce Service Awards and letters to employees
 - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development

- Halogen assistance for employees and Management
- Monthly service awards
- Tuition Reimbursement
- Created 2011 Employee Development Needs Analysis Survey
- Kicked off the Government Academy for Citizens/Employees
- Miscellaneous coaching/development conversations
- Professional Development to include webinar, reviewing industry journals, etc.
- Prepared FRS & ICMA Flyer and sent to all employees
- Held Lunch & Learns at Eastport and Murdock

Human Services

- Neighborhood Accountability Board (NAB) Coordinator, Betzy Toro attended the Fresh Start jail tour with two NAB youth and 1 NAB volunteer. It was an eye opening experience for the adults and the youth. Staff also submitted a grant request of \$35,000 to the Department of Juvenile Justice to expand the NAB program to provide services to civil citation youth.
- Veteran Services Officer staff attended the semi-annual Florida Department of Veteran Affairs training/recertification course. All staffs were re-certified. Congratulations to David Donohew, David Rockow and Christina Pellegrino. Certification is required by the State in order for Officers to provide benefit assistance to county veterans. Administrative Assistant, Sandi Campbell donated her time to provide caregiver support to veterans traveling to Washington DC under the Honor Flight Program to view the WWII Memorial. This is Sandi's 8th trip as a volunteer.
- Charlotte County Veteran Services Officer, David Donohew, was the guest speaker at the 53rd Reconnaissance Wing's 2011 Reunion Banquet in Orlando. Approximately 110 members representing 29 states were present to hear his speech.
- Staff conducted an analysis of the 2010-2011 Neighborhood Accountability Board (NAB) program. The analysis identified 71 youth referred to the program. As a result of this juvenile diversion program:
 - Over \$12,000 in restitution was sanctioned to restore victims;
 - 920 hours of community service was sanctioned to restore and improve neighborhoods; and,
 - 97.2% of all youth remained crime-free while in the program and for a minimum of six months after completing the program.
- At the October 25th meeting, the Board of County Commissioners voted to extend the lease of the Stillwater Home to Peace Lutheran Church. This allows Peace Lutheran to continue providing services to homeless young adults while continuing to raise the operational funds necessary to sustain the program in the future.
- Our Transit Division has added a second new bus for the Sunshine Ride fleet. The new bus was paid for through grant funds and is replacing a passenger van that has passed its useful life. This new bus also increases the level of service for Sunshine Ride as the previous van only held 15 passengers and was not able to transport wheelchair bound clients. The new bus will transport 16 passengers and four wheelchairs.
- Our Veteran Services Division held the 7th Annual Homeless Veterans Stand Down. 39 Homeless Veterans attended the event and received a hot meal, non-perishable food items, new clothing, haircuts, flu shots, medical and mental health exams, sleeping bags, toiletries and other essential items. This event was provided in partnership with over 22 community partners who provided volunteer labor, in-kind services and monetary donations. Due to the partnerships with these agencies, the Veteran Services Division was able to realize a \$1,300 savings on this event.
- Our Senior Services Division received a written programmatic monitoring report from an on-site monitoring conducted by Senior Choices in September. The report found that the Senior

Division was in full compliance and only indicated a training issue which has been addressed with our assessment staff through an in-service training.

- Sunshine Ride has added an additional route in Englewood which transports passenger to the STAR (Special Training and Rehabilitation) program. This new route has generated 430 additional passenger trips to Sunshine Ride's monthly ridership.
- Department distributed the fall e-newsletter via Constant Contact to over 1,000 on the email distribution list.
- Staff facilitated a meeting with tenants of the Family Services Center and IT to discuss the phone conversion project at the Center. Finalized all needs and cabling issues, identified total phone numbers and outlined an implementation schedule.
- Received the fully executed 2011-2012 Community Services Block Grant, which funds the Department's self-sufficiency program, from the FL Department of Economic Opportunity
- A ribbon cutting ceremony for the playground at the Family Services Center was held in conjunction with the Boyd & Girls Clubs Lights on After School event. The Community Action Agency Advisory Board as well as several of Boys & Girls Clubs Board members were in attendance.
- Staff provided outreach for the Florida KidCare program and Human Services at the Healthy Kids Festival held at the Herald Avenue Rec Center. It is estimated that over 400 families were in attendance.
- Demolition of the Sibley Bay property is underway. The CC Sheriff's SWAT team and CC Fire and Rescue personnel performed training procedures in and around the property.
- Final 3 Neighborhood Stabilization Program (NSP) I, lots for construction are in Punta Gorda. Zoning variances have been granted by the City. Bid was awarded to Platinum Construction. This is the final project under NSP I. 8 properties closed or scheduled for closing for NSP III.

Public Safety

Animal Control: Nothing to report for the month.

Emergency Management:

- Much of the month was dedicated to one training endeavor or another, with all staff partaking of some training opportunity.
- The monthly radio show proved outstanding, as Emergency Planner Lynne Stickley joined the Director on the hour-long program airing on WCCF-AM. Lynne discussed her role as the lead planner who keeps up with the plans requirements of hospitals, nursing homes, Adult Living Facilities and surgical centers. She discussed the challenge of making these facilities understand the importance of keeping their plans up to date and the frustration of hand-holding required for new facilities that are just learning of the need to plan.
- The Director participated in a meeting with Senior Friendship Centers (RSVP) to discuss the annual volunteer recognition activities. The folks at RSVP (Retired & Senior Volunteer Program) have been great partners of Emergency Management, particularly in terms of helping us register and alert those interested in upcoming CERT (Community Emergency Response Team) training. We are working off yet another grant we were awarded to fund the CERT program. We have a great group of volunteers assisting us in this endeavor. Our hope is to hold a CERT class in February in the Port Charlotte area.
- Mitigation Planner Dana Harper and Emergency Planner Lynne Stickley attended a three-day class in Lee County at FDLE Headquarters, which focused on the requirements to become an All-Hazards Unit Leader. Both reported the class to be quite beneficial to their overall development as emergency managers.
- At mid-month the Director attended the CIEM (Current Issues in Emergency Management) Conference at the State EOC in Tallahassee. As part of that conference, he presented the Charlotte County Evacuation Collar Program to those in attendance. Several Florida counties have expressed interest in the program and requested materials, such as our Power Point presentation and the video produced by our CCTV Staffer, Elizabeth Billings. Also that week, the Director participated in a

meeting of the Director's Advisory Working Group, which provides input to State DEM Director Bryan Koon. Appointed for two more years, it gives Charlotte County a great opportunity to shape the immediate future of Emergency Management in Florida. Only 17 individuals (and seven local EM's) sit on this important committee.

- Near the end of the month, all eyes were focused on Hurricane Rina in the Caribbean Sea. Threatening to become a major hurricane and possibly impact South Florida, Rina fortunately weakened before hitting the Yucatan Peninsula. Southwest Florida did receive considerable rainfall as the storm broke apart, but no significant impacts in terms of severe weather.
- We also continued our effort to wrap up the installation of the reflective vinyl evacuation collars on stop-sign posts throughout the County. At least two groups have continued to fill in some neighborhoods where we feel collars are required to give us the most comprehensive coverage of this warning and notification program. As of this writing, we have passed the 9,000 mark in terms of collars installed and we will soon begin an extensive public relations campaign to make sure residents understand the meaning and importance of this vital awareness and warning program.
- The Emergency Coordinator put together an outstanding program focusing on Charlotte County Hurricane History and presented it to the Citizen's Academy during their visit to Public Safety Headquarters. His presentation received excellent reviews, as it was concise and well thought out.

Fire/EMS:

- The Charlotte County Fire / EMS hosted an open house at Fire/EMS Headquarters and several fire stations during Fire Prevention Week. At Fire / EMS Headquarters we had tours of the EOC Operation Center, apparatus displays, power point presentations, and live demonstrations at the complex location. The open house was a great way of showing how important fire safety is.
- Charlotte County Fire / EMS just put into service its first new four wheel drive fire Engine at Fire Station 9 located on State Road 31 in South County. This engine will now allow the crews to better utilize the dirt roads that residents live on during both Fire / EMS emergencies.
- Charlotte County Fire / EMS will be hosting an open house at Fire Headquarters and several fire stations during Fire Prevention week. There will be station tours, apparatus displays, and demonstrations at the following locations; Fire Headquarters on Oct 13th, Station-1 and 7 on Oct 17th, Stations 4 & 12 on Oct 19th, starting at 6:00 pm to 8:00 pm. So please come and meet your local Fire / EMS personnel.
- Charlotte County Fire / EMS had the opportunity to conduct hands on fire training on several vacant structures in Charlotte Harbor that were scheduled to be demolished. The Department sent all fire units on a rotating schedule to practice their prophecies' and keep them familiar with their equipment. They conducted ventilation, forcible entry, and search and rescue skills within several structures. This training was also beneficial for the 10 new employees who are completing their probationary training within the Department.
- Charlotte County Fire / EMS were very busy during the month of October for Fire Prevention Week. The fire units conducted 53 special detail events, 4 fire extinguisher classes and installed over 20 smoke detectors in County residents homes. This was in conjunction with fire station open houses and open house at Fire / EMS Headquarters.

Public Works

- Keep Charlotte Beautiful held its Ninth annual Student Calendar Art Awards Ceremony on October 3, 2011. More than 1,000 students entered the contest in April 2011. The first place and honorable mention winners from each grade have their artwork featured in the 2012 calendar. Last year's senior winner received a \$250 college scholarship. The calendars are available at local schools and at the Keep Charlotte Beautiful office at the Eastport facility on Harborview Road.
- Aquatic Weed and Mosquito personnel in the Pest Management Division treated and eliminated approximately 300 acres of water lettuce in the South Gulf Cove area.
- Drainage repairs were completed on Rosemary Drive which was added to the 2011 paving contract.
- Keep Charlotte Beautiful held its annual "Think Green Golf Tournament" on Saturday, October 15, 2011, at the Port Charlotte Golf Course. This annual fundraising event provides funds for educational

programs such as the Student Calendar Art Contest, Adopt A Shore, Great America Cleanup, Coastal Cleanup and Partners for a Clean Charlotte

- Recycling support was provided for the Annual Rib Fest at Laishley Park held on October 15, 2011. Fourteen large bottle-shaped recycling containers were placed throughout the park and collected approximately 26 bags of plastic, aluminum and glass containers. In addition a 6-yard recycling container was provided to collect the cardboard and other recyclables.
- Necessary asphalt repairs were completed at the Landfill in time for the Grand Opening and the lighting of the generators that took place on Friday October 14, 2011.
- Lime Energy and the Zemel Road Landfill began operations of its 2.8 mw electric generating facility with a ceremony to celebrate the beginning of electric power generation. The renewable energy will be sold to the Orlando Utilities Commission whose representatives were in attendance. Commissioner Christopher Constance and County Administrator Ray Sandrock spoke at the ceremony along with Eric Dupont from Lime Energy.
- An essay contest was sponsored by Lime Energy for Charlotte County elementary school students, entitled "How Does Trash Become Electricity?" The winner, fifth-grader Mackenzie Robbins, attended the event with her family and her teacher from Sallie Jones Elementary. MacKenzie was allowed to push the button that started the generators.
- On October 18, 2011, the Pest Management Section participated in a meeting with the Florida Coordinators Council on Mosquito Control. Discussion centered on the issue of the Florida Department of Environmental Protection's (FDEP) policy of prohibiting adulticiding over State lands. This was the first step in creating a delegation to persuade FDEP to reconsider their policy. Formation of a delegation and necessary documentation will be discussed further at the quarterly Coordinators meeting scheduled for February 2012 in Tallahassee.
- Cub Scout Troop 310 and their parents were given a tour of the Mid-County transfer facility. They walked through the facility and were provided with information on how materials brought to the transfer station are sorted and diverted to from the landfill and how that benefits the planet. The history of recycling was discussed and how recycling evolved from costing the County money to becoming a commodity that creates jobs and produces revenue.
- Public Works hosted an orientation program for new MSBU Advisory Committee members and other interested members. The meeting was open to the public with 45-50 people in attendance. Representatives from various departments discussed the Public Works mission, the Advisory Committees' responsibilities, the Sunshine Law, budgets, financial reports and work programs as well as capital projects. A lively question and answer session concluded the event.
- Keep Charlotte Beautiful celebrated its tenth anniversary as an affiliate of the Keep America Beautiful Program. The many volunteers who have made the program a success were invited to a fun evening at the Goal Post Bar & Grill. An auction was held for a quilt made from t-shirts representing the ten years of the Great American and Coastal Cleanup. Since the program originated in 2001, more than 35,000 citizens of Charlotte County have volunteered for Keep Charlotte Beautiful programs. Additional programs supported by Keep Charlotte Beautiful include Adopt-a-Road, Adopt-a-Shore and Adopt-a-Highway, Cigarette Litter Prevention, America Recycles Day, Student Calendar Art Contest, Partners for A Clean Charlotte, Beautification projects and PepsiCo/Waste Management Recycling Bins program. For every \$1 of government money received, Keep Charlotte Beautiful returns \$8.28. Charlotte County's annual litter index, which is a requirement for Keep America Beautiful certification, shows a current litter rate of 1.68 on a scale of 1 to 4, with 4 being the most littered.

Tourism

- Jennifer Huber participated in a media mission, coordinated by VISIT FLORIDA, in Boston. She met with 9 journalists, 6 of which were freelance travel writers, one runs a travel website and two others work for another travel website. Beats the journalists covered ranged from meetings to family travel to budget travel.

- The VCB hosted six journalists for a four-day, three night media familiarization trip to introduce them to the destination. The FAM was partially funded (\$2,500) through a grant from VISIT FLORIDA. We have already seen positive results from the FAM.
- David McRee, author/blogger of Beachhunter.net, posted a story on his favorite places to stay in Florida on October 29. Included was a photo and review of **The Wyvern Hotel** ("stylish and comfortable") <http://www.blogthebeach.com>
- McRee also posted a review of **Islander Properties'** "Beach Lover" house on Don Pedro/Knight Island ("probably the nicest beach vacation ever"). <http://www.blogthebeach.com> (Scroll past the birding and wildlife festival).
- Here's another article as a result of the FAM, expect more to come!
- <http://www.examiner.com/destinations-in-orlando/experience-florida-s-natural-waterways-charlotte-harbor-and-the-gulf-islands-review>
- The VCB secured more than \$5,508 in equivalent advertising value in September with content generating more than 346,000 impressions in five publications.
- VCB staff worked with the Event Center and Four Points by Sheraton to develop a promotion that will appear in the Event Supplier Network's November 2011 Newsletter which reaches thousands of meeting planners from around the state and country.
- VCB staff compiled and submitted a proposal to host a Hero Rush event in 2012. Hero Rush is a 5K-8K race with 15 to 20 firefighter themed obstacles and is projected to attract 3,000 to 6,000 participants.
- VCB staff booked November and December tournaments for USSA Baseball. Each tournament will bring 500 to 600 people to Charlotte County. Additional tournaments are planned for late spring and summer, 2012. The total direct economic impact of the tournaments will exceed \$500,000.
- VCB staff finalized details for the development of a mobile version of our website. Launch is expected in late November or early December, 2011.

Utilities

- Engineering Services:
- Major Work Orders:
30 developer project inspections; 305 CIP inspections; 3 mandatory LPS inspections; 5 new LPS inspections; 0 Personnel Training; 0 developer agreements prepared; 69 active developer projects; 2 closed projects; 3 new line extensions; 0 set of plans received; 5 revised set of plans submitted for approval; 48 residential service availability letters prepared; 5 commercial service availability letters prepared; 45 water and sewer services field verified; 700 locates processed from Sunshine State One; 22 residential service applications processed; 1 CIP permits received; 1 CIP permits approved by CCU for FDEP submittal; 5 CIP Permit Certifications; 6 commercial permits approved and 1 rejected; 9 record/as built drawing reviewed; 4 large area intersection locates; 9 internal requests locates; 146 mandatory door knockers delivered; 0 Accela Reviews.
- Operations Division
- Treatment Facilities:
Treatment Facilities Support: 252 prev maint work orders and 63 corrective work orders were completed; 2 new high service pumps have been installed at the BS WTP and when thoroughly tested the installation of the 2nd pump will commence; dual zone monitoring well at the WP plant is being rehabbed. Difficulties arose while replacing the deep zone purge/sampling line. The issue is being investigated to assess the most efficient method of correction.
Water Quality: 162 cross connection inspections were completed and 27 backflow preventers tested. No reclaimed site repairs were required. Staff set-up and built a welding trailer to aid efficient maintenance and repairs.
Personnel: We are pleased to welcome Tod Avers to the Treatment Facilities Division. Tod is a licensed Water Plant Operator and will be working at the BS RO plant. We are currently interviewing applicants for a 2nd vacated position at BS RO.

Safety: Routine inspection and safety meetings were conducted at our facilities. Monthly safety scorecards were submitted. Completed annual respirator fit tests and rescue simulations for confined space certified staff.

Miscellaneous: The ASR test well at the Rot WRF has been plugged and abandoned. It has been determined that an ASR well is not a viable option for CCU to pursue at this time. Staff met with Jones Edmunds Engineers to discuss the electrical design of Ph 1 of EP WRF's expansion.

Water Distribution:

Distribution System: 1,120 work orders were completed; responded to 81 line breaks; exercised 270 system water valves; maintained and flow tested 204 hydrants for system maint; responded to 13 water quality calls; installed 4 new service lines; replaced 1 hydrant; installed 2 new system valves; upgraded 3 sample points to 2"; installed 1 new system valve; repaired 4 broken hydrants; serviced all vehicles at Fleet or Tuffy's that required maint.

Training: 4 tailgate safety meetings were held with the entire work group; 1 employee renewed confined space rescue certification; 5 employees renewed forklift certification; 2 employees certified for respirator fit test; 12 employees received Arc Flash training.

Personnel: No changes to report.

Booster Stations:

#2 Golf Course: Performed all prev maint; made adjustments and repairs as required on plant equipment. ADF was 1.2 MGD.

#3 Gulf Cove: Performed all prev maint; made adjustments and repairs as required on plant equipment; Facilities installed a new water heater; removed #2 pump motor for repair; ADF was 1.4 MGD.

#4 Walenda: Performed all prev maint; made adjustments and repairs as required on plant equipment; repairs were made to the office ceiling; installed check valve indicators; ADF was 3.6 MGD.

#6 Rotonda: Performed all prev maint; made adjustments and repairs as required on plant equipment; removed all non-functional panels from west wall of pump room to make room for temp lab when office trailer is moved; moved #3 motor closer to the pump to close couple the pump; pulled back all non-required wires from the office trailer to prepare for the move; FDEP certified the chemical upgrade to the plant; ADF was 2.2 MGD.

7 Ingraham Injection Station: Installed new bleach level indicator; repaired eye wash station; ADF was 582,622 GPD.

#8 Englewood Interconnect: Was run on 10/18 for 4.40 hrs for a total flow of 215,041 gallons.

Myakka River Bridge: ADF was 1.744 MGD.

Sampling: Compliance samples have been completed. Final results for the Burnt Store Lead and Copper samples were returned with no failures.

Boil Water Notices: 3 boil water notifications were processed.

Wastewater Collection:

Gravity/Force Mains: 7 sewer valves were located and exercised; 6 sewer backups/blockages/odor complaints were investigated and were determined to be the customer's problem; 8 new LPS services were installed for contractors' new construction; 4 gravity sewer service laterals were repaired; 1 LPS force main leak was repaired; 10 manhole rings and covers were repaired/replaced; core bored 1 manhole and installed an LPS service for the Baptist Church on Quesada and Forrest Nelson; the 12" force main on Cattedock Point Rd at the entrance to West Port WRF to the plant head-works was potholed and located for Engineering Services; Parade Circle right-of-way sewer repairs started in July and were completed in preparation of Public Works sidewalk installation project – 2 repairs remain outside the right-of-way; 100+ manhole inspections were completed in preparation for a new lining contract.

Lift Stations: Performed 275 LS prev maint work orders; performed 36 corrective maint work orders; Burnt Store Colony LS in-house rehab is 80% complete; scheduled new electrical service installation with contractor LS PLE Taber; foreman attended wet well lining pre-quote meeting for LS PLE Taber; all vehicle PMs have been scheduled or completed.

Low Pressure Sewer: Performed 304 service calls in the field; upgraded 9 systems to current standards; completed 2 mandatory connections.

Personnel: 2 employees attended Forklift training; foreman attended 4 LS spec review meetings; employees were rotated throughout the work groups for cross-training; Fit Testing and Rescue Simulations were completed for Confined Space recertification for 7 employees; 2 crew leaders performed the duties of acting foreman for 2 wks each while supervisor was out – they did an excellent job; 1 employee resigned.

- Business Services:

IVR: 2,214 payments were processed; IVR system represents 3.8% of the monthly payments and it assisted in reducing payments made through Cust Serv Reps by 39%.

Mass Notification: 1,620 calls were made to customers facing imminent shut-off for non-payment; analysis of contacting customers 2 days prior to shut-off indicates 36% paid their bill before a shut-off.

Electronic Bill: Now available to our customers via CCU website; added a “latest news” feature that will keep our customers up-to-date of daily activities such as boil water notices, hydrant flushing, line breaks; work continues on the electronic bill; terms of use has been submitted to the County Attorney’s office for review.

EZ Pay: 17,664 payments were processed; transaction break-down is: 5,240 one-time pays, 87,924 recurring payments and 3,632 payments through Cust Serv Reps; 152 returned items; 63 for insufficient funds and 89 for invalid bank number; 50% of our customers use electronic payments. We have signed an addendum to the Global contract to allow our customers to pay via I-phone and implementation is expected in 90-days or less.

Fixed Based Meter System: 21 Orion AMR transponders were installed. Of the 26,924 customers with AMR transponders 3,105 have ITRONs and 23,819 are Orion. The 26,924 represents 47.90% of our customer base with AMR meters. Update on negotiations: final considerations on contract with Mueller in progress.

Customer Service: 10,632 calls were received; 1,270 calls were abandoned for a total of 9,362 calls handled; grade level was 88.05%; total number of cash-payment, walk-in customers to the lobby was 995; 3 new commercial services totaling \$14,618.

Meter Services: 3 new meters were installed (existing lines); 40,235 meters were manually read; 131 were skipped (less than .1% of all reads) and 113 were misread (less than .1%); 2,970 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.

Billing & Collections:

Delinquencies: 680 accounts were shut-off for non-payment; reconnection revenue was \$23,210; penalty revenue was \$92,398.82 and premise visit revenue was \$1,625; total delinquency revenue was \$117,234; FY-TD: \$117,234.

Returned Checks: 156 returned items for total revenue of \$4,113; FY-TD: \$4,113.

Tampering: 58 occurrences for total revenue of \$12,400; FY-TD total: \$12,400.

Overtime: \$20 was collected; \$0 was expended; net income \$0; total revenue collected FY-TD: \$4,001.

Liens: 91 liens were filed with balances of \$23,830; 77 were released for a total of \$84,305; FY-TD total: \$84,305; 341 payoff requests were processed.

Watering Violations: No watering warnings or violation were issued.

North Port: No update.

Bad Debt: Payment on 6 accts received for \$234; cost to pursue was \$60; net benefit of \$174; FY-TD total: \$174.

Sharepoint/Doc Management: 77,194 docs ready to be transferred to Share-point.

Accounts Receivable: Recorded an increase of the total receivables from 42.92% to 44.72%.

Water Conservation & Public Outreach: SWFWMD’s Governing Board voted on 10/25 to extend Ph I water shortage restrictions for the District’s entire 16-county area through 2/29/12, because of a disappointing summer rainy season and an approaching winter that is expected to be drier than normal; Showerhead Exchange Program is in effect. Updated lobby conservation displays in Murdock and EP Envir Campus; Researched and responded to various customer questions and

concerns; Water conservation literature was provided to various organizations/events; Citizen's educational tour of the BS RO WTF and BSWRF is scheduled for 11/3 attendees will give conservation handouts and brochures. Continue to develop new brochures for access on web and in person to keep customers better informed.

- Misc, Safety & Security: Workplace Safety Committee meeting was held on 10/20 and we inspected the Central County WW Lift Stations and produced inspection report; Coordinating with IT on identifying the best cameras and installation of cameras for EP WRF; Continue with in-house CPR and First Aid certification and training for all employees; Continue with in-house certification for Forklift Operator certification; Converted all WPSC paper files to electronic format; Continue to review and produce Hazard Assessments as needed.

Human Resources: Total positions: 201; Total Vacant Positions: 3; Recruiting: 1 Plant Operator-Water; 1 Engineering Tech; 1 Meter Service Spec.

- Administration:

Ph 1A – Punta Gorda Interconnect: Regional storage/pumping station activities are ongoing, and pump building, chemical containment structures and vertical work continues; 750 LF of 30" HDPE pipe has been installed in canal/river via open trench method. Activities continue both north and south of the river. CO #3 to extend contract completion time by 134 calendar days will be presented to Board on 11/2/11 for approval in order to allow ample time for river crossing.

PRMRWSA Water Resources: October rainfall in the PR Basin totaled 5.8" compared to 3.2" historically. The PRMRWSA raw water reservoirs are full and demand is currently running at about 22.1 MGD. An average of 38 MGD water was withdrawn from the river during the month of October and the water quality is excellent.

E&W Spring Lake Area Pilot Study: Names for participants in the Stakeholder group are being collected and finalized for a series of kick-off meetings to begin by December 2011-January 2012. Design plans for 3 alternative sewer systems are at 20% stage and information from Health Dept about condition/repairs of septic tanks in area is under review. Consultant is working on various tasks simultaneously.

Babcock Ranch: Received a verbal response from SFWMD that the WUP application would be approved and a permit is expected sometime in November.

- Engineering:

Regional Reclaimed Water Exp Ph 2 – Transmission Main (Stage 1): The waste water force mains from Kerrigan Circle to the proposed El Jobean lift station and from the lift station to the tie-in at Biscayne Blvd were sized and the plans will be revised to reflect the new force main sizes. The County received the necessary easement for the existing force main and proposed water and reclaimed water main that will run within the vacated right-of-way of Oarsman Road. The necessary field work was done to locate the existing 12" force main on the WP WRF property in order to add to the plans a new 24" force main from Cattle Dock Road.

Pumping Upgrade (Stage 2) and Storage Pond Design (Stage 3): The engineering consultant requested pressure and flow measurements for the reclaimed water main that runs between the WP WRF and the Rotonda WRF. Various scenarios for the measurements were given to CCU field personnel who completed the work in mid-October. The info was turned over to the consultant who has started the process of calibrating the reclaimed water model. The engineering consultant submitted different options for construction of the new 5 MG storage pond. One option is for the combining of the new pond with Pond #2. CCU narrowed the various options down to 2 and requested additional info on the estimated cost from the consultant. CCU also requested additional info on the permitting necessary to fill in a portion of the moat at WP in order to construct the combined pond.

Production Wells & Plant Expansion: CCU staff has received delivery of the new pumps. One of the new pumps has been installed and the second pump will be installed in November. Once the test period is completed, the necessary modifications to the control system will be completed to provide for the new pump operation. These new pumps are intended to operate the water system more efficiently within the current operation needs.

WWRF Expansion: The response to the 2nd Request for Additional Info (RAI) has been submitted to FDEP for the permit modification. Discussions with FDEP at the end of October indicate there will be no further RAIs and the draft permit will be forthcoming for publication and the normal public review/comment period before the final permit is issued.

Rehab & Expansion of EP WRF: The Consultant has initiated work on the Stage 1 improvements for this WW treatment plant and 50% plans and specifications have been submitted for review. The evaluation of the energy conservation and efficiencies available for this project has been completed and are under final review and comment. The draft ERP permit, draft FDEP permit and related reports (Capacity Analysis Report, Ops and Maint Report) have also been submitted for review and comment. These documents are intended to be submitted in December to FDEP.

Spatial Info Assessment (Geodatabase): No change. Staff continues to update the GDB with WW, potable water and reclaimed water as-built data and field changes. This work is on-going. Field work to locate and GPS assets were suspended on 4/15 due to layoff of temp help. CCU hired an Engineering Tech on a permanent basis and one of their job tasks will be to resume the field work necessary to update the GDB with assets that could not be found when the utility Geodatabase was originally developed.

Rotonda Reclaimed ASR Well Final Design: CCU has decided to cancel the project due to water quality issues and the poor yield that was found when testing the targeted injection/storage zone at the site of the ASR test well at the Rotonda WRF.

Lift Station Rehabs:

8: Design work on the lift station is continuing.

812: A Resolution will be presented to the BCC on 11/8 requesting authorization to acquisition Lot 110, Oakland Hills to upgrade the LS.

Control Structures:

Dorchester WW @ Peachland, Morningstar WW @ Peachland: ZEP Construction will mobilize and begin work on 11/22.

Sidewalks:

Year 1: Purchasing has awarded the Collingswood Blvd and Alton Rd sidewalk projects and construction is scheduled to begin in September.

Year 2: 30% plan submittals have been reviewed and comments forwarded for Beacon Dr, Sheehan Blvd, Cape Haze Dr and Gulfstream Blvd.

Year 3: A PWs project to install new sidewalks at various locations throughout the County. JE has been selected and have begun designing the project.

Midway Force Main & LS Rehabs: Project is being included in the Midway Widening project as each phase is constructed. Construction on Ph 1 is complete. Preliminary design work continues to determine the proper sizing of the force mains along the Midway – Ph 3 project.

Midway Widening (PW) Ph 2: A PWs project installing large stormwater pipes along the side of the existing culverts under US 41 to handle the additional flows from the Midway Ph 1 project. The 30% were put on hold pending additional SWFWMD reviews and approval.

Deep Creek Force Mains: The construction of this project has been placed on hold pending funding allocation.

Wastewater Collection System/2010 Relining Contract: Final punch list items are the only remaining items to be completed.

Edgewater Dr Ph II: A PWs design project to widen the existing 2 lane roadway to a divided 4 lane roadway between Midway & Harbor Blvds. CCU will upgrade the existing water & wastewater mains, including installation of a new reclaimed water main. The 90% plans have been submitted and are being reviewed. Additional r/w and easements are being acquired for storm drainage.

Placida Road: The 90% utility plan revisions are being reviewed and final comments will be put on hold due to BCC putting the construction on hold.

Gateway Harborwalk: A public restroom is being proposed and the proposed sewer will be a LPS system connected to CCU and the water will be connected to Charlotte Harbor Water Association. Awaiting final plans.

Control Structures at Sunset, Dorchester, Morningstar, Haverhill, Fordham, and Niagara WWs: Johnson Engineering has started on the design for the 6 control structures. Plans will be submitted for review at the 30% stage.

US 41 Widening (Enterprise Dr to North Port: FDOT will be widening US 41 from Enterprise Dr to Sumter Blvd in North Port. CCU has entered into a UWHCA Agreement with FDOT to install water, wastewater & re-claim water within the ROW. CCU has selected the firm of Hazen and Sawyer to design the utilities along with TKW Consulting Engineers. Ph 1 RGB plans have been completed and are awaiting confirmation for submittal. FDOT has extended the Ph II submittal from 9/29 to 11/18 due to design issues with the proposed drainage.

Chamberlain Blvd Bridge: A PWs project installing a new bridge deck and sidewalk over the Markham WW. The existing 8" steel water main attached to the bridge will have to be removed and installed under the canal. American Engineers have completed the construction plans and DPW has put this project on hold.

Elkcam WW Bridges at US 41: A PWs project replacing the existing bridges on the north and south Access Rds at Elkcam WW. At both bridges the water mains have been replaced and/or moved to allow bridge work to continue. Permit to certify water mains have sent to FDEP for acceptance.

Bac-t's

Parade Cir Multi-Purpose Pathway: A PWs project to install an 8' wide pathway with landscaping & irrigation around Parade Circle from Oakland Hills Rd to White Marsh Rd. The 100% plans were submitted and are being reviewed by CCU.

Rampart Blvd Ph 1: A PWs and Benderson Development project to extend Rampart Blvd from Kings Hwy to Loveland Blvd. King Engineering will add a new 12" water main to the construction plans. The main will go under Kings Hwy and thru the new Rampart Blvd. ext to tie into the existing 12" water main on Loveland Blvd. The final utility plans have been approved, FDEP permitted and awaiting construction to begin.

Burnt Store Rd Ph 3: A CDE project to widen BS Rd from the Lee Cty line to the Tern Bay Development. Kimley Horn has been awarded the design and awaiting contract negotiations.

Winchester Blvd Ext: A CDE project to complete Winchester Blvd as an evacuation route was previously designed and placed on hold. The BCC has approved the CDE to make any necessary updates to the plans and put out for construction.

Gasparilla Rd Widening: A CDE project to design and permit a new 4-lane divided road to include sidewalks and bike facilities, aka: SR 771.

SWFL Feasibility Study: The SW FL Feasibility Study (now known as the SW FL Comprehensive Watershed Plan) has been submitted to the South Atlantic Division and Headquarters by the Corps (Jacksonville) for review and approval to release for public review. The public review will include agency and local government review. The plan identifies projects at a very conceptual level so will not be submitted to Congress for authorization. The intent of the plan is to lay out the projects in the region as they relate to the protection and restoration of water resources and then any entity will be able to take the conceptual project and seek funding for implementation. Any of the projects identified in the plan will be eligible for submission for federal funding, but that funding is by no means assured and the design process will have to be completed before submittal to Congress. It is their current hope that the document will be released for public review in early 2012. CCU is on the notification list. One of the major proposed project areas is located in Lee County immediately south of the CC line. A portion of the study area also included Telegraph Swamp located in the Babcock Ranch preserve area in Charlotte County. The projects proposed deal mainly with restoring pre-development hydrology and restoring continuity of wildlife habitat by removing and adding drainage structures, invasive exotic species, and cutting and filling berms and channels.

Wastewater Master Plan: Develop a master plan for the county showing how properties will be provided with ww service to meet current and future needs in a cost effective manner. The plan will identify key infrastructure that is existing or will be required such as master LSs, FMs, and WW treatment plants. Additionally, LS service areas will be identified for the entire county to provide guidance on where future development will be able to connect to the system. This report will provide the basis upon which future CIP needs will also be determined.